

**BY ORDER OF THE COMMANDER
94TH AIRLIFT WING**

94TH AIRLIFT WING INSTRUCTION 21-104

25 OCTOBER 2012



Maintenance

**FOREIGN OBJECT DAMAGE (FOD)
PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt. Col. Casado)

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This instruction implements AFPD 21-1, *Air and Space Maintenance*; AFI 21-101, *Aircraft and Equipment Maintenance Management*; AFI 91-204, *Safety Investigations and Reports*; AFOSH STD 91-100, *Aircraft Flightline - Ground Operations and Activities*; and 94 AWI 21-115, *Aircraft and Equipment Impoundment Program*. This publication establishes the Foreign Object Damage (FOD) Prevention Program for the 94th Airlift Wing and applies to all personnel who perform duties on or around the Dobbins ARB, GA flight line. It establishes procedures and outlines precautionary measures to ensure effective FOD prevention of assigned aircraft and equipment.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revision reflects changes to paragraphs **1.5, 2.2, 3.2, 3.3** and deletion of paragraphs **3.1.1, 3.1.2, 7.3, 7.4 and 8**.

1. Procedures: All personnel must be aware of and practice the following basic methods of FOD prevention. (See [Attachment 2](#))

1.1. Diligently practice picking up all foreign objects and discard or stow them in the proper place. FOD containers will be provided on maintenance tool boxes and in all vehicles that normally access the flightline. Vehicles will have foreign object (FO) containers installed. FO containers will have "FOD" stenciled in contrasting two-inch colored letters. All other vehicle FOD containers will be emptied at the end of the shift.

1.2. When maintenance is being performed, ensure that applicable aircraft openings, ports, lines, hoses, and ducts are always properly plugged or capped and that the throttle quadrant is covered to prevent foreign object damage.

1.3. Ensure all tools, test equipment and hardware are accounted for and secured prior to aircraft engine operation.

1.4. Flight crews and aircraft maintenance personnel will always implement requirements listed in 94 AWI 21-115, *Aircraft and Equipment Impoundment Program*, for situations dealing with lost tools/hardware.

1.5. Prior to entering the Dobbins ARB flightline, taxiways and runway, all vehicles will be checked to ensure the vehicle is free of FOD. This includes tires, and areas of the surface or internal portion of the vehicle where FOD can be introduced to the aircraft parking area or taxiways. All motor vehicles entering the ramp or flightline areas will stop at the designated FOD check points and remove all foreign material from the tires. (**NOTE:** The areas inside of the gates are maintained as FOD free zones with weekly FOD walks & routine sweeps. Therefore, a second tire check is not required at the red-line ECPs). A locally manufactured tool for removing debris from tire treads is authorized for use and if used will be attached to the key ring and identified to the vehicle by etching/markings the vehicle ID number on the tool. For MXG vehicles, a locally manufactured tool with the vehicle ID number etched on it shall be attached to the key ring and utilized to remove all FOD from tires prior to entering the flightline areas.

1.6. Sweeping: Ensure maximum use of mechanical or magnetic sweepers in aircraft parking and taxi areas. Flightline supervisors will specifically ensure sweepers are requested during maximum flying exercises and at other times when there is reasonable access to the aircraft parking area. Individuals observing area of the parking apron, flightline access road, and or near hangars will coordinate with the Maintenance Operation Center (MOC ext. 5-5335 or 5-4843) to have a sweeper scheduled to clean the affected area. All other areas on the flightline and airfield that cannot be cleaned by hand will be reported to Base Operations at 5-4903/4904 for a sweeper.

2. Personnel Items:

2.1. All personnel assigned duties requiring access to aircraft must account for all equipment and personal items prior to flight or maintenance action to ensure FOD which becomes loose, damaged, or lost is documented in the aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document*. A "Red X" will be entered for all equipment not found. The aircraft will remain in a "Red X" condition until every effort has been made to recover the lost item.

2.2. The wearing of hats on the flightline is optional. IAW AFOSH STD 91-100, *Aircraft Flight Line - Ground Operations and Activities*, hats will not be worn in the engine intake/propeller danger areas of an aircraft while the engines are operating (10 feet from engine propeller/intake). Metal insignia are not authorized on uniforms, hats or jackets while

working on the flightline. Personal items such as hat pins, personal tools to include personal flashlights and multi tools present a FOD hazard and are not authorized on the Dobbins ARB flightline.

2.3. Line badges will be affixed to clothing with either a nylon cord, or worn inside a plastic arm band to prevent loss.

2.4. Personal electronic or communication devices (e.g. cell phones, beepers, pagers, portable music/video players, electronic games, etc.) are prohibited on the flightline, munitions areas, hangars, and/or industrial work areas. This does not apply to government issued cell phones, beepers or pagers. (Ref. AFI 21-101_AFRC_SUP1)

3. Responsibilities:

3.1. All work centers performing duties on or around the Dobbins ARB flightline, including but not limited to Aircraft Maintenance, Operations, Security, Fire, APS, TPC, POL, Counter Drug, BOS Contractor, and Transient Alert, are responsible for compliance with the following outlined responsibilities:

3.2. The FOD Prevention Monitors are responsible for overall management of the Wing FOD Prevention Program. All other work centers are responsible for total program compliance within their areas of responsibility.

3.3. Work centers with flightline responsibilities will conduct weekly inspections of their respective areas, ensuring all sources of FOD are identified and steps are taken to correct practices generating FOD and sources causing a FOD potential. For 94 MXG, this inspection will be documented in QANTTAS by QA personnel.

3.4. Flightline work centers will provide people to participate in FOD walks of the aircraft parking ramps, and all adjacent areas as requested by the Wing FOD Prevention Program Manager.

4. Reporting:

4.1. All actual or potential instances of FOD damage to aircraft or equipment will be immediately reported to the MOC at 5-5335, or 5-4843. Instances occurring on the flightline will be reported by LMR through the Flightline Expediter (FLEX). The MOC will notify the FOD Prevention Monitor for investigation to determine cause and recommendations to prevent recurrence. Personnel involved in reporting procedures will use guidance contained in 94 AWI 21-115, *Aircraft and Equipment Impoundment Program*, and advise all personnel receiving notification that an "impoundment" situation exists.

4.2. Quality Assurance (94 MXG/MXQ) and Wing Safety (94 AW/SE) will be notified to ensure proper documentation and reporting procedures are followed. QA will ensure that the Maintenance Officer and Maintenance Group Commander are notified of FOD incident and that all applicable forms have been initiated and properly routed. When discrepancy is completed, QA will ensure notification of the final release.

4.3. All dropped objects and/or lost tools will be reported to Base Operations via MOC and if applicable Base Ops will accomplish a runway/taxiway check for the FOD if the FOD has not been found on the apron /ramp area.

5. Training:

- 5.1. Military, civilian and contract employees assigned duties on or around aircraft or on the flightline will be trained in FOD prevention within 30 days of assignment.
- 5.2. Refresher training will be conducted within 12 month cycles thereafter.
- 5.3. Training will be documented in the GO81 System for aircraft maintenance people and other official training record systems for associated units.

6. Quarterly FOD Meetings:

- 6.1. The FOD Prevention Monitor will conduct a quarterly FOD committee meeting. Required attendees are identified in [Attachment 2](#) of this instruction. Meeting minutes will be produced and forwarded to all attendees. All action items are required to be addressed by the section tasked at the next FOD meeting, unless a faster response is required. In that case the Wing Commander, Maintenance Group Commander, FOD Prevention Monitor and NCO will be updated by E-Mail or phone or FAX copy.
- 6.2. Open discrepancies or tasking will be tracked by meeting minutes until completed. All work orders will be tracked by originating work centers, with updates to the FOD Committee at the quarterly meeting.

7. FOD Prevention Monitor:

- 7.1. The FOD Prevention Monitor will monitor and conduct the FOD Program in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*; AFI 91-204, *Safety Investigations and Reports* and this instruction.
- 7.2. The FOD Prevention Monitor will conduct a monthly inspection of all flightline and adjacent areas. Inspection will be annotated in QANTTAS and reported at the next quarterly meeting.

TIMOTHY E. TARCHICK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

94 AWI 21-115, *Aircraft and Equipment Impoundment Program*, 22 August 2011

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFOSH STD 91-100, *Aircraft Flightline - Ground Operations and Activities*, 1 May 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 8 January 2008

Abbreviations and Acronyms

94 AWI—94th Airlift Wing Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

FLEX—Flightline Expediter

FOD—Foreign Object Debris

LMR—Land Mobile Radio

MOC—Maintenance Operation Control

OPR—Office of Primary Responsibility

QANTTAS—Quality Assurance Tracking and Trend Analysis System

RDS—Records Disposition Schedule

Attachment 2***SAMPLE APPOINTMENT LETTER***

MEMORANDUM FOR ALL 94 AW COMMANDERS/WING STAFF AGENCIES

FROM: 94 AW/CC

SUBJECT: Dobbins ARB Foreign Object Damage (FOD) Committee Members

The following functional areas are appointed as members of the Dobbins ARB Foreign Object Damage Prevention Committee (FODPC):

FOD Prevention Officer	94 AW/CV
Safety Office	94 AW/SE
Maintenance Group	94 MXG/CC
Quality Assurance	94 MXG/MXQ
A/C Maintenance	94 AMXS/MXA SUPT
Maintenance	94 MXS/MXA SUPT
Fuels Section	94 LRS/LGSF (BOS Contractor)
Operations Group	94 OG/CC/OGV
Support Group	94 MSG/CC
Security Forces	94 MSG/SFS
Fire Dept	94 MSG/CES
Civil Engineering	94 MSG/CEC
Airfield Management	94 OG/OGA (BOS Contractor)
Operations	700 AS/DO
Aerial Port	80 APS
Transportation Proficiency	TPC
Transient Alert (T/A)	94 OGA/TA (BOS Contractor)
Lockheed Martin	Lockheed Martin/DMCA
Army Guard	
Army Reserve	